

**FIRE CHIEF**

(Competitive Class)

**DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses the position of head of all fire department operations. The Fire Chief is directly responsible for the organization and administration of the department, including managing fire suppression activities, supervising all department personnel, financial planning and budgeting of funds, and public relations. The Fire Chief sets management policies, goals, and objectives for the department; attends meetings in his capacity of head of fire department operations; and responds to fire and emergency alarms to direct the operation of both paid and volunteer fire personnel. The incumbent of this class is also responsible for providing for employee training and for developing and administering a fire prevention program. The Fire Chief has the authority and responsibility to carry out the duties of the position independently, and is accountable to the Calcasieu Fire Protection District #2 Fire Board of Commissioners as governing body for the fire department.

**EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the total operation of the fire department as chief officer. Develops management policies, goals, and objectives for the department. Organizes the department by creating a structure to provide fire protection services for the community. Develops methods which may be used to evaluate the productivity or effectiveness of departmental programs and uses these methods to evaluate and make decisions concerning department operations. Devises a risk management program, monitoring program results in order to make changes in procedures to avoid future accidents. Reviews incoming communications, making assignments to staff or routing work to the appropriate person or location. Reviews existing or proposed legislation, regulations, ordinances, or court rulings relating to fire department operations. Testifies on proposed legislation when required. Monitors any local conditions which may create situations the department may be called upon to handle. Provides for and oversees a communications system for the department. Locates grants available for fire protection and prevention projects and administers these projects, including writing grant requests.

Organizes the personnel management functions of the department. Determines performance standards for department personnel, establishes procedures by which personnel performance may be evaluated, and uses information developed in performance evaluations to make personnel decisions. Assists in the

development of and administers a comprehensive personnel plan for the department, including a personnel recruitment and selection program. Establishes and maintains a balance of meeting employee needs with meeting organizational goals. Develops and implements an employee grievance resolution procedure. Establishes and maintains a system of personnel inspections. Develops a reports review system to be used as an inspection process for analyzing the quality of fire service. Establishes an internal affairs review process to investigate violations of code of conduct by department employees. Develops and implements a safety program for the department.

Supervises subordinate department personnel. Reviews work to be done and delegates assignments, outlines duties and responsibilities, sets task priorities and long-term goals, and sets work schedules for subordinates. Evaluates the work performance of subordinates and writes employee evaluation reports. Inspects the appearance of department equipment and personnel to insure that these meet departmental standards for safety and propriety. Provides for good housekeeping and takes action to control hazards. Trains subordinates in safety. Handles employee complaints and grievances and counsels employees who are experiencing work problems. Maintains discipline.

Develops and implements an emergency management system based on an identification of potential hazards facing the Fire District and an assessment of the capabilities for dealing with those hazards. Directs and controls fireground operations, including decisions concerning equipment, personnel assignments, strategy, communications, and emergency medical care. Directs the handling of emergencies involving hazardous materials, assessing risks to community, and determining action to be taken to contain or control the incident. Directs programs of pre-fire planning and fire investigations.

Promotes a positive public image of the work of the fire department in the daily performance of duties. Coordinates the work of the department with related federal, state, and local agencies. Serves as official department representative at any required meeting in order to give reports, offer advice, make recommendations, and keep informed on local trends that may affect the fire service. Acts as official department representative to the news media. Writes speeches and delivers talks, lectures, or demonstrations on fire prevention or related fire protection topics to schools and civic organizations. Handles complaints from the public concerning fire department operations or procedures related to the handling of emergency medical services. Determines target areas for fire prevention or public education efforts and produces instructional materials to be used in these programs within the community.

Consults with the governing body and prepares and submits to the proper authority a departmental operating budget. Following

procedure, authorizes the expenditure of funds allocated for departmental operations. Manages the operation of the general accounting system for the department.

Evaluates training needs, and establishes and maintains the training program for the department. Serves as an instructor for formal classroom training. Acts as a consultant for smaller fire departments in surrounding areas, providing them with technical expertise, assistance, and cooperation in training and/or fire protection efforts when required.

Oversees and utilizes a system of information management for use in the administration of the department. Establishes policy concerning what information should be included in all records of the department, in what form this information should be kept, and how long records should be retained. Provides for the security and privacy of all information not part of public record. Supervises the preparation and maintenance of department records and reports, reviewing records and reports completed by subordinates, and periodically inspecting record-keeping systems and facilities. Personally completes or oversees the completion of all forms, records, and reports required of the appointing authority. Compiles, organizes, and analyzes data needed and writes reports required to document department activity. Writes letters, news releases, or any other type of official department position paper for publication.

Oversees the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds, and other related property. Following procedures, obtains estimates on repair costs, locates repair services, and arranges for repairs of all department buildings, property, or equipment. Inspects equipment or property after repairs to see that repairs were properly conducted. Prepares and evaluates specifications for fire department equipment. Oversees the process of maintaining an inventory of supplies and equipment for the department. Purchases equipment and supplies.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and being a qualified elector of the State of Louisiana.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties

of the position, with or without accommodation.

Must have and maintain a valid Louisiana driver's license.

**MUST MEET ONE OF THE FOLLOWING THREE QUALIFICATIONS**

**EITHER**

Must have a bachelor's degree in fire science, fire administration, business administration, public administration, or a related curriculum and at least five (5) years of progressively responsible experience in full time fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

**OR**

Must have an associate degree in fire science, fire administration, or a bachelor's degree in an unrelated curriculum and at least seven (7) years of progressively responsible experience in full time fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

**OR**

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education and at least nine (9) years of progressively responsible experience in full time fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.